



Section	18	PERIOD-END	Effective Date	06/28/2017
Sub-section	02	Recording old and new Year transactions in STAR during the Statutory throw-back period	Revision Date	04/04/2022

BACKGROUND

This section describes how “Old” and “New” Fiscal Year transactions must be entered in STAR for Accounts Receivable, Accounts Payable, and Asset Management.

POLICIES

FY2022 Year-End Deadlines:

- **FY2022 Period 12 Accounts Payable (AP):** Final Date for Agencies to process FY2022 transactions is EOD Thursday 07/14/2022. All Interunit vouchers should be processed by Monday 07/11/2022.
- **FY2022 Period 12 Expenses (EX):** Final Date for Agencies to process FY2022 transactions is EOD Thursday 07/14/2022
- **FY2022 Period 12 All other Subsystems and GL:** Final Date for Actual Ledger and other Subsystem FY2022 transactions:
 EOD 08/05/2022 (non-project agencies)
 EOD 08/12/2022 (project agencies)

Please refer to the [FY2022 Closing](#) hyperlink on the Accounting Services Webpage.

FY2022 Period 12 will be used to record FY2022 transactions (including adjustments) during the month of June AND during the statutory “throw-back period”.

Section 29.902(5), Wisconsin Statutes requires that on a date within 7 days of July 31st, outstanding encumbrances against an appropriation in the previous fiscal year (FY2022 in this case) shall be transferred as encumbrances against the appropriation for the current fiscal year (FY2023 in this case).

In order to meet this requirement and maintain system availability on weekdays, the outstanding FY2022 encumbrances will roll to FY2023 over the weekend of July 16, 2022. All FY2022 encumbrances that should not be carried forward should be closed no later than Thursday, July 14th. Agencies should enter all adjusting GL journal and other transactions into Period 12 as soon as they are known.

- **FY2022 Period 996:** We will not be using Period 996 in for FY2022 close
- **FY2023 Period 1:** Open July 1, 2022 (all subsystems and the GL)
- **FY2023 Period 2:** Open August 1, 2022 (all subsystems and the GL)



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	18	PERIOD-END	Effective Date	06/28/2017
Sub-section	02	Recording old and new Year transactions in STAR during the Statutory throw-back period	Revision Date	04/04/2022

PROCEDURES

The following screen images show how/where to update the Accounting Date, Bud Ref and Budget Date, within the STAR Subsystems for old fiscal year entries. For the transaction to be recorded with the old fiscal year the dates will need to be 06/30 or earlier. For new year entries, the dates will need to be 07/01 or later.

ACCOUNTS RECEIVABLE

To record to the “Old” Fiscal Year:

1. The Accounting Date must be manually changed to 6/30 on the Totals Tab:

[Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit](#)

Totals | Payments

Unit 50500 Deposit ID NEXT

*Accounting Date 06/30/2022

*Bank Code

*Bank Account

*Deposit Type

2. The Accounting Date must be manually changed to 06/30 on the Payments Tab:

[Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit](#)

Totals | **Payments**

Unit 50500 Deposit ID NEXT Date Balance

Payment Information | 1 of 1

Payment Seq

Amount 0.000

Rate Type

Payment Predictor

Payment Method

*Payment ID

Currency

Exchange Rate

Journal Directly Attachments (0)

Range of References

*Accounting Date 06/30/2022



Section	18	PERIOD-END	Effective Date	06/28/2017
Sub-section	02	Recording old and new Year transactions in STAR during the Statutory throw-back period	Revision Date	04/04/2022

3. The Bud Ref must be set to the old fiscal year on the Accounting Entries Tab:

[Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries](#)

Accounting Entries | Deposit Control

Unit 50500 Deposit ID Payment

Currency Details

Amount 9.27 USD \$ 🇺🇸

Complete Entry Event

Budget Status

Distribution Lines

🗨️ 🔍

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details ||▶

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Bud Ref	Fund
1	1 50500	Speed Type	9.27	USD	FY2022	10000

ACCOUNTS PAYABLE

During the Throw-Back Period, the Accounting Date default will be changed to 6/30 (“Old Fiscal Year - FY2022 in the example). Agencies may request that this default be changed back the current date default (the only other default option), by submitting a STAR ticket. Recommended if an agency completes their Old Fiscal Year AP processing (FY2022 in the example) prior to the closing of the AP subsystem (please see [FY2022 Closing](#)). The Accounting Date default will be automatically changed back to the current date default when the “Old” Fiscal Year AP module is closed.

If the Accounting Date default is changed back to the current date default prior to the AP subsystem closing, the transaction dates may still be manually changed to 6/30 for “Old Fiscal Year payments as follows:



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	18	PERIOD-END	Effective Date	06/28/2017
Sub-section	02	Recording old and new Year transactions in STAR during the Statutory throw-back period	Revision Date	04/04/2022

1. The Accounting Date must be manually changed to 06/30 on the Invoice Information Tab:

[Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry](#)

Invoice Information | Payments | Voucher Attributes

Business Unit: 50500 Invoice No:

Voucher ID: NEXT **Accounting Date: 06/30/2022**

Voucher Style: Regular Voucher *Pay Terms: NET30 Net 30

Invoice Date: Basis Date Type: Inv Date

Invoice Received:

Supplier ID: Control Group:

ShortName:

2. The Bud Ref must be the “Old” Fiscal Year:

▼ Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets | ||>

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund
<input type="checkbox"/>	1	0.00	<input type="text"/>	50500	FY2022	<input type="text"/>

3. The Budget Date must be changed to the 6/30 (to match the Accounting Date and Bud Ref)

▼ Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets | ||>

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	OpenItem	Budget Date
<input type="checkbox"/>	1	0.00	<input type="text"/>	50500	<input type="text"/>	06/30/2022



Section	18	PERIOD-END	Effective Date	06/28/2017
Sub-section	02	Recording old and new Year transactions in STAR during the Statutory throw-back period	Revision Date	04/04/2022

ASSET MANAGEMENT

1. Basic Add – For “Old” Fiscal Year entries the Accounting Date must be 6/30:

[Main Menu > Asset Management > Asset Transaction > Owned Assets > Basic Add](#)

General Information
Operation/Maintenance
Asset Acquisition Detail
Location/Comments/Attributes
Manufacture/License/Custodian >

Unit 50500
Asset ID 00000000001
Dummy Land Set_Up
Tag DUMMY LAND
In Service

Acquisition Details 1 of 1

Description	Dummy Land		
System Source	AM Online Entry Page		
Incentive ID			
Quantity	1.0000	Base Currency	USD
Amount	0.00	Currency	USD
Sales Tax	0.00	Category	
Use Tax	0.00	Cost Type	C
Freight	0.00	Interfaces Info...	
Misc Charge	0.00	Acquisition Detail Chartfields	
Total Amount	\$0.00		
Capitalize	To be Capitalized		

Capitalization Information

Profile ID	LAND	Default Book	CAFR	Trans Date	06/30/2022
Rate Type	CRRNT	Left to Capitalize		Acctg Date	06/30/2022
<input type="checkbox"/> Accum Depr in Current Pd		Quantity	1.0000	Trans Code	
		Amount	0.00 USD		

2. Cost Adjustment - For “Old” Fiscal Year entries the Accounting Date must be 6/30:

[Main Menu > Asset Management > Asset Transaction > Financial Transaction > Cost Adjust/Transfer Asset](#)

Main Transaction

Unit 50500
Asset ID
BOBCAT S510 ANGLE BROOM

Main Transaction

Transaction Date	06/30/2022	<input type="checkbox"/> Copy Changes to Other Books
Accounting Date	06/30/2022	Copy to Other Books Options
Transaction Code		Transfer Other Books by
Rate Type	CRRNT	Adjust Other Books By
		Include Convention